



## Special Event Planning **Alcohol Management**

### **Alcohol Policy**

California State law requires that all individuals consuming alcohol be at least 21 years of age. It is illegal for anyone under 21 to consume alcohol. As the event organizer and responsible party listed on the special event application, you and/or your organization are legally liable for consumption and/or possession of alcohol by anyone under 21 years of age.

Alcohol sales and consumption may be allowed during special events and at Stockton Memorial Civic Auditorium rentals providing all conditions set forth are met. All events serving or selling alcohol are required to provide:

- A host liquor liability insurance naming the City of Stockton as additional insured, in addition to event insurance.
- Per the City of Stockton Fee Schedule, all events selling alcohol will be responsible for paying the City of Stockton, \$150 Alcohol Review Fee.
- A copy of your permit from the Department of Alcohol Beverage Control (ABC). In order to obtain an ABC permit, all insurance requirements must first be met. Once met, the Community Services Department will provide the necessary documents to submit to the Department of Alcohol Beverage Control. Stockton's ABC office is located at 31 East Channel Street, Stockton, CA 95202. Their phone number is (209)948-7739.
- Submission of an alcohol management plan. The plan should include but is not limited to the following information; type of alcohol, number and location of bars, how will identification be checked, who will verify the identification, how will attendees over 21 be identified, and the proposed times of alcohol service. This plan will be reviewed and discussed in the pre-event meeting.

### **Permit Conditions**

Conditions will be issued by both the Department of ABC and Stockton Police Department for any event serving alcohol. As the event organizer you are responsible for complying with all conditions. Permits can be revoked at any time deemed necessary by ABC officials, city staff, or the Stockton Police Department.

All alcohol service must stop one (1) hour prior to the event ending. Last call should be made thirty (30) minutes prior to ending of sales/service as well as fifteen (15) minutes prior to the ending of sales/service.

Each point of alcohol service will be required to have at least one (1) security guard from the City of Stockton approved list. This guard must remain at the bar area while alcohol is being served or sold.



Alcohol must stay in designated area identified in the event plan and cannot leave the building or footprint of the event.

All people serving or selling alcohol must be trained in checking identification cards and recognizing signs of intoxication.

### **Alcohol Serving Sizes**

All alcohol sold or provided must be in a single serving container that complies with the following guidelines:

- Sixteen (16) ounce cup or smaller for beer
- Five (5) ounce cup or smaller for wine
- No more than one (1) ounce of hard liquor in a pre-mixed drink served in a five (5) ounce cup or smaller
- All alcohol must be served in a cup
- Limit of two (2) drinks to be sold per person, per transaction

NOTE: Smaller serving sizes may be required based on the type of beverage.

As the event promoter you are responsible for ensuring all liquor requirements are met and followed. At all times, you or a designee must be available to City event staff and/or the Stockton Police Department personnel on site to resolve any issues that may arise.